

DATE: January 30, 2006

TO: County Emergency Management Directors

FROM: Ron Kasperski, State Hazmat Coordinator

SUBJECT: Course Recruitment: CAMEO ADVANCED FOR PLANNERS – (CA-106)

Wisconsin Emergency Management will sponsor the course entitled **CAMEO Advanced for Planners – (CA-106)** on **APRIL 24-25, 2006**. The course will be conducted at the **Wisconsin Military Academy at Ft. McCoy, Wisconsin** beginning at **8:00 a.m.** on Monday, April 24th, and conclude at approximately **4:30 p.m.** on Tuesday, April 25, 2006. Dress is casual.

This course is designed for those with a working knowledge of basic CAMEO functions. Participant's skills should include Using the Chemical Library, finding and interpreting facility data, creating ALOHA footprints, and plotting the footprints on MARPLOTS maps. The course expands on these basic CAMEO skills and covers the following: Importing Facility, Special Location, and Resource datasets from EXCEL spreadsheets, importing multiple Lat/Long location points to MARPLOT using EXCEL spreadsheets, Using EXCEL to edit and revise CAMEO records, using CAMEO to identify EHS locations, Create Owner/Operator Mailing Lists, Create Contact and Emergency Resource phone lists using EXCEL, entering and linking Facility Site Plans to CAMEO and MARPLOT, Using the CAMEO Suite to effectively create practical response plans for your area. At the conclusion of the course, participants will create a functional Facility Response Plan, and should be able to plot and save MARPLOT Maps displaying multiple ALOHA Footprints, Command Post location, various staging areas, identify and display areas of "special concern", produce various population estimates, display and save Facility Site Plans, produce a list of Contact and Resource phone numbers, identify and display evacuation routes and safe areas, and any other information needs associated with a Facility Response Plan.

Participants are encouraged to bring their own CAMEO/MARPLOT data, either by laptop, or by Exporting your CAMEO/MARPLOT data to CD or Flash Drive. Those bringing their own data will USE that data for the course. If not, datasets will be provided drawn from the instructor's area (Oklahoma).

We request that you recruit attendees from within your emergency management community who have attended a Basic CAMEO course, and have at least 6-months experience on the CAMEO program in the area of "Hazmat Planning."

Wisconsin Emergency Management training funds are covering the cost of instruction, computers, and software needed for this course. Students are requested to bring their own laptop computers if one is available. If people travel more than **50 miles one way**, and do not desire to commute, we will provide lodging (*for those traveling 50 miles or more one way*), and the breakfast and lunch meals for all participants at the Wisconsin Military Academy at Ft. McCoy, WI. However, the cost of travel, the evening meal, and any other incidentals associated with your stay is the responsibility of the individual (or their organization).

Please have prospective participants complete the attached registration form, and mail/fax the form to your Regional Office no later than **MARCH 24, 2006**. Additional administrative information will be provided in a letter of confirmation to be sent when the course roster has been finalized.

Thank you for helping us to bring emergency management training to your community. If you should have any questions, or need further information, please call your Regional Director, or Ron Kasperski at (608) 242-3228.

Encl: Registration Form

cc: Wisconsin Emergency Management Regional Offices
Hazardous Materials Regional Teams
Tom Bergman
Lisa Olson-McDonald

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REGISTRATION INFORMATION

CAMEO ADVANCED FOR PLANNERS – (CA-106)

APRIL 224-25, 2006

FT. MCCOY, WI

Please complete the information below and send it to your County Director by March 23, 2006. County Directors must submit this registration to their Region Office no later than March 24, 2006. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible (Reproduce this sheet locally for additional people.)

NAME _____ SIGNATURE _____

(PRINT CLEARLY)

TITLE _____ AGENCY _____

SOCIAL SECURITY NUMBER _____

(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS _____

CITY: _____ ZIP _____ COUNTY _____

WORK PHONE # _____ FAX #: _____ E-MAIL _____

_____ Check here if you have attended a Basic CAMEO course and have at least 6-months experience on the CAMEO program in the area of Hazmat Planning.

_____ I will bring my own LAPTOP COMPUTER.

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. **Secondary Purpose:** In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

_____ I live within 50 Miles, and do not need a room

_____ I live over 50 miles away; please reserve a room on the following nights:

(PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM)

SUNDAY, APRIL 23, 2006

MONDAY, APRIL 24, 2006

Do you require any special accommodations for a physical disability?

SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT: _____

SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT: _____